



**JOB OPPORTUNITY  
AIRPORT DEPUTY FIRE CHIEF  
UNCLASSIFIED**

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**Open To:** The Public

**Location:** Bradley International Airport - Windsor Locks, CT

**Job Posting No:** CAA1602

**Hours:** Normal Schedule Monday to Friday - 8:30 a.m. to 5:00 p.m., requires "on call" status and may include a schedule that varies from a Monday-Friday 40 hour schedule.

**Salary Range:** \$96,709 - \$145,063

**Closing Date:** **March 25, 2016**

**Position Summary:**

As a member of the Connecticut Airport Authority (CAA) management team, this position is responsible for assisting the Airport Fire Chief in directing and administering the work of the Airport Fire and Rescue Unit for the planning, directing, implementation and management of the overall fire protection suppression, prevention, training and emergency medical services programs at Bradley International Airport and surrounding aviation community through the Airport Fire and Rescue Unit. Works on an interdepartmental basis with other managers and staff to assist in achievement of established organizational strategic goals and objectives.

**Essential Duties and Responsibilities**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required including, but are not limited to the following:

- Assist in ensuring that aircraft rescue and firefighting operational requirements are provided in accordance with Federal Aviation Regulations (Part 139) and additional services are provided in accordance with airport authority management for emergency federal, state, and industry requirements for emergency medical services, structural firefighting (to include high rise), hazardous materials response, technical rescue and other emergency/non-emergency situations.
- Assist in directing day-to-day planning and administering of operational and training functions of the Airport Fire/Rescue Unit.
- Assist in directing staff and operations to ensure preparedness of airport to respond to fires, Aircraft Rescue Firefighting (ARFF), medical and other emergency response services.
- Assist in coordinating, planning and managing unit activities, formulate program goals and objectives, develop or assist in development of airport policies related to fire and emergency **medical** services.
- Interpret and administer pertinent federal and state laws.
- Assist in preparing budget recommendations for staff, operating supplies and capital equipment needs, evaluates staff.
- Maintain contacts with personnel internally and externally who might impact program activities.
- Provide oversight in utilization of National Incident Management (NIMS) to ensure appropriate organization and delegation of duties in emergency situations.
- Analyze, plan and direct crew responses to emergency and non-emergency operations including Aircraft Fire Fighting (ARFF) methodologies.
- Prepares detailed reports on operations and activities to ensure compliance with national and federal regulations, standards and directives.
- Supervise and conduct training in areas related to fire, emergency medical services, ARFF and emergency response activities to ensure training objectives are met and certification needs are fulfilled.
- Provide instruction and training to firefighting and non-firefighting personnel with respect to fire prevention practices and procedures.

- Plan, organize and direct fire prevention and safety inspection activities including regular fire drills and evaluates effectiveness of practices and procedures.
- Provide oversight to contractor construction projects to ensure compliance with fire safety codes.
- Direct investigations of fire losses and/or property damages and prepare appropriate fact finding reports.
- Assist the Office of the State Fire Marshall in investigation of major fires.
- Direct maintenance and updating of equipment and plan staffing necessary to carry out operations, coordinate activities with federal, state and local authorities.
- Assist in the management and coordination of Emergency Management functions to include operations of an Emergency Operation Center (EOC) during incidents related to weather events, hazardous materials incidents, multiple aircraft diversions and building evacuations.
- May act in the absence of the Airport Fire Chief.
- Prepare reports on status of operations via the STATE of CT Web EOC, perform functions related to State of CT Intrastate Mutual Aid Plan, and Fire Task force system.
- May serve in airside, landside and general aviation operations functions to support emergency and other activities, including weather-related aircraft diversion activities as directed.
- Performs related duties as required and/or assigned by the Airport Fire Chief.

**Qualifications:** To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and independently. The requirements listed are representative, but not necessarily all-inclusive of the knowledge, skill, and/or ability required:

- Considerable knowledge of and ability to apply management principles and techniques and airport administration.
- Considerable knowledge of and ability to implement fire investigation and prevention methodology and procedures.
- Considerable knowledge of and ability to evaluate emergency medical services situations and develop effective course of actions.
- Considerable knowledge of and ability to implement NIMS.
- Considerable knowledge of firefighting, fire prevention and crash rescue practices and procedures as applied to airports and aircraft rescue situations
- Considerable knowledge addressing union labor management, and personnel evaluation and development, including completing performance reviews/service ratings.
- Considerable knowledge of public sector purchasing practices.

This position is on-call and may be required to respond to emergencies, weather related events, as well as providing weekend management coverage throughout the year.

**SUPERVISORY RESPONSIBILITIES:** Supervises Fire Captains, Lieutenants and Firefighters covered by applicable collective bargaining agreements.

#### **Education/ Experience:**

- Associates Degree in Fire Science Technology, Fire Science Administration or Fire Management required. Bachelor of Science Degree specializing in the Fire Science stream or the equivalent preferred.
- Five (5) to seven (7) years of professional experience as a Firefighter in an organized firefighting service at a FAR Part 139 Certified Airport.
- Two (2) years of the experience must have been at the level of a Fire Captain in a fire fighting service in charge of several companies at a fire station with direct responsibility for responding to airplane crashes or other fire related emergencies or hazardous situations at a FAR Part 139 Certified airport handling passenger airlines with the service area covered by the fire station. Four years preferred.

#### **SPECIAL REQUIREMENTS:**

Incumbents in this class must possess and retain a current Motor Vehicle Operator 's license with valid endorsements.

Incumbents in this class may be required to possess and retain Emergency Medical Technician (EMT) or Paramedic certification.

Incumbents in this class may be required to possess and retain Department of Administrative Services/Department of Construction Services, Office of State Fire Marshall; Deputy Fire Marshall or Fire Marshall certification.

Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification and/or licensing requirements.

Incumbents in this class may be required to travel.

*Incumbents in this class will be required to pass an initial physical exam to NFPA standards, and thereafter, an annual physical exam.*

**Character Requirement:** An individual serving in this position must be able to successfully undergo a thorough background and security screening, including pre-employment drug screening, being fingerprinted, and maintain required security clearance during the duration of employment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Walking throughout the terminal to visit tenants and other business partners.
- Prolonged sitting and viewing a computer monitor.
- Maintain sufficient strength, stamina, agility, visual and auditory acuity necessary to perform the duties of the class.-, will be required to pass a physical exam.
- Visiting the General Aviation Airports and other properties related to duties and responsibilities
- Miscellaneous travel to other state, federal, business partner, and/or other sites as necessary to effectively perform the duties and responsibilities of the position.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment at the State's largest commercial airport
- Airport environment where high levels of security are maintained.
- Duties may require exposure to stressors involved with firefighting duties, high noise levels, the elements, and various modes of transportation.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CAA Employment Application located on this page: <http://www.ctairports.org/ContactUs>, a letter of interest and a resume to the address below. **State of Connecticut employees** should also submit the previous 2 service ratings and previous 12 months' attendance history.

**Ron Frost**  
**The Connecticut Airport Authority**  
**Bradley International Airport**  
**Administration Offices, Terminal A, 3<sup>rd</sup> Floor**  
**Windsor Locks, CT 06096**

**THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**